

## FOOD SERVICES–FOOD PANTRY

**AGENCY:**

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
<b>A. FOOD DISTRIBUTION</b>				
1. Written distribution schedule of food pantry & home delivered groceries				
2. Evidence that clients are notified of food distribution schedule and any changes at least three days before the distribution date				
3. Evidence that provision is made to provide food on an emergency basis outside of regular distribution times, but within business hours				
<b>B. FOOD SAFETY</b>				
1. Evidence that program meets all requirements of the local health department for food handling and storage				
2. Records of local health department food handling/food safety inspections				
3. Notice posted in restrooms to remind food handlers to wash their hands				
4. Notice posted to alert food handlers to wear disposable gloves before handling unpackaged foods				
5. Documentation that staff/volunteers are trained on food handling, rotation, freezing, labeling and food storage procedures				

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
6. Documentation of or policy that perishable foods are disposed of by their expiration dates or earlier if evidence of spoilage is evident and non-perishable foods are disposed of if evidence of spoilage, damage or package tampering exists				
7. Procedures which ensure safe food handling, labeling and storage for repackaged bulk foods				
8. Evidence of or policy that home-delivered groceries are packaged to ensure protection from contamination and that appropriate temperatures are maintained				
9. Evidence that foods are kept at proper temperatures and refrigerator/freezer temperatures are regularly monitored				
10. Evidence that food storage, preparation and cooking areas are clean/free from rodents and insects and proof of periodic exterminator services, if necessary				
11. Documentation that expired non-perishable foods are labeled as expired and clients who accept them, sign an acknowledgment form				
<b>C. VOLUNTEERS</b>				
1. Application form for all volunteers				
2. Written job descriptions for volunteer positions				
3. Signed confidentiality form on file for each volunteer				
4. Verification that each volunteer has completed training on food handling				
<b>D. SECURITY</b>				
1. Evidence that access to the food pantry is controlled/limited				

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
2. Evidence of or policy that food pantry is locked when food distribution is not taking place				
<b>E. ACCOUNTABILITY</b>				
1. Written record of each food distribution				
2. Documentation of regular inventory of food in the pantry				
<b>F. NUTRITION</b>				
1. Evidence that a licensed dietician was consulted regarding the nutrition/caloric needs and dietary issues of persons with HIV infection and that the program has incorporated dietician guidance into program decisions				
2. Plan to address clients' special diet needs exists				
3. Documentation that attempts are made on a regular basis to provide choices on food items that meet nutritional needs of persons with HIV infection, including foods that fall into recognized food categories for good nutrition identified by the Food and Drug Administration or American Dietetic Association standard food and nutrition pyramid				
<b>G. CLIENT SATISFACTION</b>				
1. Documentation of a method to regularly obtain client input about food preferences and satisfaction and that the input is used to make program changes with appropriate reporting to the Consortium and Administrative Agency				
<b>RECOMMENDATIONS</b>				